

Intergy EHR, Ambulatory JOB AID

## Setting User Preferences

Log in to Intergy Practice Management and go to the left side of the toolbar

- 1. Click on Options
- 2. Click on User Preferences

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Select the Preference field to change the User Value

- 3. Click + to expand options OR
- 4. Type the name of the field to view/change Preferences

To select a new User Value for a Preference Field

- 5. Double-click the User Value field of the Preference field to change
- 6. Highlight the new preferred value
- 7. Click Ok
- 8. Save

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Phone Messaging - Invoke Patient Select Dialog Y							
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Save PATIN Patient Number							
Cancel ID Member ID for Claims V OK							
Lookup Type: PatientSelectSort * Sorted by preset order							